

Tempe Center for the Arts



Photo by Ryan and Denise Photography

Performances

The **Tempe Center for the Arts** (TCA) is one of the finest venues in Arizona for hosting a variety of production events – a jewel in the crown of a city known for its support of the arts. The magnificent Tempe Center for the Arts facility was designed by Tempe-based Architekton and award-winning Barton-Myers Associates of Los Angeles. The 88,000 square-foot facility features a 600-seat Theater, 200-seat Studio black box theater and the Lakeside room—the ultimate room with a view—which overlooks Tempe Town Lake, the Papago Buttes and Camelback Mountain.



Photo by Michael Masengare

Seating capacity 600 // Dressing room capacity 35

Features

- Intimate atmosphere – maximum 53' seat distance from stage
- Superior acoustics – featuring electro-acoustic audio system
- 40' x 40' or larger stage
- Repertory light plot, in-house audio system

	Commercial Rate	Non-Commercial Rate
Event Day - single performance (load-in begins 8 a.m.)	\$1,350	\$1,080
Additional event(s) on Event Day - Per additional event	\$675	\$540
Non-Event Day (rehearsal/load-in)	\$1,012	\$810
Overtime (per hour) – Use prior to 8 a.m. / after Midnight	\$175	\$140
Weekly maximum / 8 performances or fewer*	\$6,750	\$ 5,400

*Additional performances in the same week will be charged at Event Day rate.



Seating capacity 220 or 257 with flat floor conversion // **Dressing room capacity** 25

Features

- Black box theater for ultimate flexibility
- Optional flat floor, end stage, thrust stage, and in-the-round seating configurations
- Repertory light plot, in-house audio system

Note: \$500 surcharge for flat floor conversion

	Commercial Rate	Non-Commercial Rate
Event Day - single performance (load-in begins 8 a.m.)	\$450	\$360
Additional event(s) on Event Day - Per additional event	\$225	\$180
Non-Event Day (rehearsal/load-in)	\$340	\$270
Overtime (per hour) – Use prior to 8 a.m. / after Midnight	\$175	\$140
Weekly maximum / 8 performances or fewer*	\$2,250	\$ 1,800

*Additional performances in the same week will be charged at Event Day rate.



Photo by Michael Ging

Seating capacity 200 // Dressing room capacity 6

Features

- 180 degree view of Tempe Town Lake
- Optional in-house audio system
- Preset theatrical lighting
- Single level floor

	Commercial Rate	Non-Commercial Rate
Hourly – per hour charge, minimum 2 hours	\$500	\$400

Production Labor

Rental of the Tempe Center for the Arts for a production includes access to a production supervisor. The production supervisor can answer technical questions, provide direction regarding TCA equipment and assist in troubleshooting TCA systems. The client would need to provide production labor, which includes sound technicians, light technicians, stage hands, etc.

Production Equipment Rental

The TCA has a variety of production equipment available for rent such as a projector (\$100), projection screen (\$100) and wireless microphones (\$75 each). You may contact the event manager for a complete list of all available equipment.

Ticketing and Publicity

Per policy, the TCA box office will handle all of the ticketing needs for your event. Our box office is able to accommodate various ticketing options including discount codes, pricing tiers and consignment tickets for you to distribute as desired. Fees range from \$1 to \$3 per ticket. Additionally, there would be an opportunity to publish your event across multiple platforms (calendar, website, TCA calendar cards, etc.) to increase your event's publicity.

Merchandise Sales

Merchandise may be sold in conjunction with performances provided your organization secures a City of Tempe sales tax license (available for \$50/year) and settles with the TCA at the end of the event (10% of net sales goes to the TCA).

Lobby Use

Most often, several different events will be taking place on a given day at TCA, therefore the lobby is a shared space for all. Each performance venue has an area for a few tables, as needed. If you desire to have exclusive use of the lobby, you may rent it out for an additional charge, pending availability.

Concessions

For most public, ticketed performances, Atlasta Catering provides snacks and beverage concessions pre-show and at intermission in lobby areas. Catering is available from the TCA's exclusive catering partners for social events or large backstage foodservice needs.

TCA Front of House Staffing

TCA front of house staff members oversee guests services for events. Rentals include a TCA house manager (manager-on-duty) and one assistant house manager assigned to each event venue during performances.

All rates per hour, three hour minimum:

Position	Price per hour	Scheduled availability
House manager	Included (Overtime hours may apply)	2 hours prior/1 hour after event time
Assistant house manager	\$15.00	1.5 hours prior/1.5 hour after event time
Patron service representative (Usher)	\$13.00	1 hour prior/0.5 hour after event time

Ushers are required for the safety of your guests. Please see the chart below to determine the required amount of ushers needed for your event.

Theater	
Levels opened	Number of ushers needed
Orchestra Level (350 seats)	4
Balcony 1 (150 seats)	2
Balcony 2 (100 seats)	2
All 3 levels opened	8 total ushers

Studio	
Number of ushers needed*	3

Lakeside	
Number of ushers needed*	1

**Some events require more managers and/or ushers depending on type of event.*

The Event Process

1. Initial Contact

Contact the TCA to check availability of your desired date(s). Availability is limited, so be prepared with alternate dates and a clear sense of the scope of your event and its timeline. The best opportunity for date availability is by inquiring 12-18 months in advance. If your desired date(s) appears open and your performance or event is compatible with the venue, you may place a 14-day courtesy hold to allow time to investigate all aspects of holding an event at TCA.

2. Securing your Date

Once you have decided to move forward with your event date, request an application from the TCA and return it completed within 14 days.

3. License Agreement

Once your application is accepted, the TCA will issue a contract/license agreement.

- Sign and return the contract/license agreement to TCA.
- Pay the deposit.
- For performances and events requiring catering services, execute a separate agreement with one of our approved caterers.

4. Finalize Details

Prior to your performance or event:

- For ticketed events, fill out and return a Box Office Setup Sheet at least 2 weeks before your desired ticket sale date.
- Confirm the timeline, technical elements and needed equipment with our events coordinator and production manager at the 30-day walk-through.
- Confirm desired audience services, food and beverage requirements, and any additional needs.

5. Certificate of Insurance

No less than 30 days prior to your event, provide a minimum \$2 million certificate of insurance naming the City of Tempe as additional insured. Please refer to insurance FAQ document for more information.

6. Settlement

A settlement of rental fees and labor and equipment expenses will be completed following your performance or event. This process takes approximately 3 weeks.

For *ticketed* events and performances:

- TCA completes a preliminary settlement and withholds all actual expenses from box office receipts.
- TCA issues a check for net revenue within 21 business days or sends a final invoice requesting balance due.

For *non-ticketed* events and performances:

- Payment is due 30 days prior to your event.